

Library and Information Association of South Africa

(LIASA)



**AMENDED ARTICLES AND RULES
OCTOBER 2013**

CONSTITUTION

AGM Approved October 2013

ARTICLES AND RULES

Library and Information Association of South Africa (LIASA)

CONSTITUTION

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PREAMBLE

We, the Library and Information Service (LIS) workers of South Africa,

- are determined to build a united and democratic association that can take its rightful place in the broader family of international LIS organizations;*
- are aware of the divisions of the past;*
- affirm that equitable and unrestricted access to basic information, including government information, is a fundamental right in a democratic society;*
- recognize the power of information and information technology in establishing a society based on democratic values, social justice and fundamental human rights;*
- commit ourselves to redressing past imbalances;*
- are committed to providing quality library and information services that promote and support information literacy;*
- support the constitutional right to Freedom of Association.*

WE, the Library and Information Services (LIS) workers of South Africa, believe that the free flow of information is essential for reconciliation, reconstruction and nation building. We are therefore committed to establishing a united association that is democratic, inclusive, effective and assertive.

We have therefore adopted the following provisions as the Constitution of the Library and Information Association of South Africa (LIASA).

CONSTITUTION

ARTICLE 1: Name

The name of the Association is the "Library and Information Association of South Africa" (LIASA), in this document, this body is simply referred to as "the Association".

ARTICLE 2: Status

The Association is a voluntary association which represents persons engaged or interested in library and information services (LIS) in South Africa; it is a body corporate that can enter into contractual and other relationships. It can also sue and be sued in its own name, and is an association not for gain.

ARTICLE 3: Vision

The Association strives to unite, develop and empower all people in the library and information field into an organization that will provide dynamic leadership and that will transform, develop and support library and information services for all the people in South Africa.

ARTICLE 4: Mission

The Association advocates and supports the provision of efficient, user-oriented and excellent library and information services and aspires to provide all communities (literate and illiterate) in South Africa with equitable access to information. To this end, the Association represents the interests of, and seeks to promote the welfare and development of, library and information workers and agencies.

ARTICLE 5: Aims

In fulfilling its vision and mission, the aims of the Association are to:

- 5.1 promote the transformation of LIS into equitable and accessible services for all the people of South Africa;
- 5.2 unite all persons engaged or interested in library and information work and to actively safeguard and promote their dignity, rights and socio-economic status;
- 5.3 support and promote the democratic rights of LIS workers in their endeavour to

- create, acquire, organize and disseminate information without interference;
- 5.4 promote and provide education and training of LIS workers in cooperation with other institutions;
 - 5.5 promote an ethical delivery of LIS to all the people of South Africa through a code of conduct for all its members;
 - 5.6 publicly recognise the contributions and achievements of members;
 - 5.7 engage in, promote, facilitate and encourage activities including meetings, conferences and publications that will result in networking among members, and contact and liaison with the broader LIS sector;
 - 5.8 encourage a high quality of service and accepted good practice, especially when providing services to disadvantaged communities;
 - 5.9 facilitate and promote research and development in LIS;
 - 5.10 act as one voice to market, to lobby for and to represent all aspects (including legal aspects) of the LIS sector at local, provincial, national and international levels;
 - 5.11 facilitate cooperative activities within the broad LIS sector;
 - 5.12 engage in any other activities that will promote the interest of LIS and LIS workers.

ARTICLE 6: Powers of the Association

The powers of the Association are as follows:

- 6.1 to establish and dissolve the Representative Council, create and dissolve branches and interest groups and determine the composition of this Council from time to time;
- 6.2 to take such steps as may be necessary and possible to safeguard and improve conditions of service of its members' active in the LIS field;
- 6.3 to take such steps as may be necessary and possible to promote the professional development of its members and to make representations on their behalf whenever the Association deems it necessary or expedient to do so;
- 6.4 to affiliate to or take up membership of any federal, national or international LIS or related organizations, with the proviso that neither the Association nor any of its branches, interest groups or committees shall affiliate to any cultural, religious, social or political organization;
- 6.5 to offer affiliation to other LIS or related organizations;
- 6.6 to determine, from time to time, the annual fees or any special levies payable by its

members and the date of payment of such levies;

- 6.7 to utilize, invest and dispose of its funds in such a manner as may from time to time be decided upon;
- 6.8 to regulate the holding of and procedures followed at its meetings;
- 6.9 to acquire, hire, let, hold or dispose of property and equipment, borrow money against security of the Association's assets including mortgage bonds on fixed property and accept and administer any trust or donation;
- 6.10 to undertake, subsidise or otherwise support the publication of journals, newspapers and other publications;
- 6.11 to appoint such personnel and auditors as may be necessary;
- 6.12 to make provision for medical aid schemes, provident/pension funds and other benefits for its personnel;
- 6.13 to negotiate for group schemes and other benefits for its members which the Association may deem necessary or desirable from time to time;
- 6.14 to organise and administer conventions, seminars, training courses and the like for its members, or the public in general;
- 6.15 to generally do all things deemed necessary or expedient in order to achieve its aims.

ARTICLE 7: Governance

Management of the Association is vested in the membership, which acts as its legislative authority at the Annual General Meeting (AGM). The AGM mandates the Representative Council, as its highest executive organ, to act on behalf of the Association and carry out its resolutions within the powers granted to it.

ARTICLE 8: Membership

- 8.1 The Association welcomes as members any persons or institutions engaged or interested in library and information services and/or science that subscribe to its Constitution.
- 8.2 Membership exists in the following categories:
 - 8.2.1 Individual
 - 8.2.2 Institutional

- 8.3 The above categories can be further sub-divided as determined by the AGM from time to time and provided for in the Rules of the Association.
- 8.4 All members shall pay fees as determined by the AGM from time to time. Members are only entitled to enjoy the benefits of membership if their membership subscriptions are up to date.
- 8.5 Continued membership will be subject to the Rules of the Association.

ARTICLE 9: Meetings

- 9.1 The Association shall hold an Annual General Meeting (AGM).
- 9.2 All paid-up members shall be given at least two months' notice of the agenda, venue and time of the AGM and shall be entitled to attend and vote at such meeting.
- 9.3 If an individual member is unable to attend the AGM, he/she may mandate another member to vote on his/her behalf at the AGM by written proxy.
- 9.4 A Special General Meeting of members:
- 9.4.1 may be called by the majority (**50% + 1**) of the Representative Council if circumstances require it;
 - 9.4.2 shall be called at the written request of twenty five (25) members who have submitted such a request to the Representative Council of the Association with a clear indication of the purpose of that particular meeting.
- 9.5 Unless otherwise specified in the Constitution, a quorum at the AGM and all Special General Meetings shall be 10% of all members entitled to vote, the quorum being made up of members who are present in person or by written proxy.
- 9.6 If a quorum is not present within thirty minutes of the advertised time of the above meetings, the meeting shall be adjourned for thirty minutes. Those members present at such an adjourned meeting shall then be deemed to constitute a quorum, irrespective of their numbers, and such members may transact the business of the meeting.
- 9.7 The procedure for the holding of the above meetings, as well as any other meetings held by the Association or its organs, shall be determined from time to time and reflected in the Rules of the Association.

ARTICLE 10: Eligibility for Election, Voting Rights, Terms of Office and Disqualification

- 10.1 All paid-up individual members of the Association are eligible for nomination as office-bearers and members of the Representative Council. Eligibility for nomination to branch and interest group committees will be provided for in the Rules of the Association.
- 10.2 Each paid-up member of the Association shall be entitled to vote for the office-bearers of the Representative Council. Eligibility to vote for committee members of branches and interest groups will be provided for in the Rules of the Association.
- 10.3 The term of office of elected office-bearers shall be two years. The President shall be elected as President-Elect and shall serve for one two-year term as President-Elect, followed by only one two-year term of office as President. The term of office of all other office-bearer shall be two years. These office-bearers shall be eligible for re-election, with the *proviso* that they may not serve more than two consecutive terms in a specific office.
- 10.4 An elected member shall vacate office if:
- 10.4.1 such member's estate is sequestrated;
 - 10.4.2 such member is absent for more than two consecutive ordinary meetings of the Representative Council or committee without leave of that body;
 - 10.4.3 such member ceases to be a member of the Association;
 - 10.4.4 such member resigns as a member of the body in question;
 - 10.4.5 such member is convicted of a serious criminal offence;
 - 10.4.6 such member is certified as being mentally ill.
- 10.5 An elected member may be removed from office, subject to 10.6 and 10.7 below, if:
- 10.5.1 he/she infringes any of the provisions of the Constitution;
 - 10.5.2 he/she acts in a manner which is detrimental to the interest of the Association.
- 10.6 No elected member may be removed from office unless he/she has been afforded an opportunity to state his/her case personally to the body proposing the removal of that elected member.
- 10.7 An elected member who has been removed from office and who is dissatisfied with the decision shall have the following right of appeal:
- 10.7.1 A committee member of a branch or committee of the Representative Council or interest group shall have the right to appeal to the Representative Council. Notice of appeal shall be given to the Secretary of

the Representative Council in writing within fourteen (14) days of the date in which the decision was communicated to the person concerned. The decision of the Representative Council shall be final.

- 10.7.2 A member of the Representative Council or an office-bearer shall have the right to appeal to an independent body of three (3) persons agreed upon by the Representative Council and the person concerned. The decision of that independent body shall be final.

ARTICLE 11: Representative Council

- 11.1 Office-bearers shall be elected by all paid-up members of the Association by postal vote. The procedure for elections shall be laid down in the Rules of the Association.
- 11.2 Representative Council shall consist of office-bearers and other members, as follows:
- 11.2.1 Office-bearers:
 - 11.2.1.1 President (who shall be Chairperson of the Representative Council)
 - 11.2.1.2 President-Elect (who shall be Deputy-chairperson of the Representative Council)
 - 11.2.1.3 Secretary
 - 11.2.1.4 Treasurer
 - 11.2.1.5 Public Relations Officer (PRO)
 - 11.2.2 Two persons representing each branch, namely the Branch Chairperson and the Branch Chairperson-Elect.
 - 11.2.3 One person representing each interest group i.e. chairperson or any other person elected by the interest group.
 - 11.2.4 The Head of the Association's office (ex-officio)
 - 11.2.5 The Editor-in-Chief of the Journal of the Association (ex-officio)
 - 11.2.5 The Editor of the official magazine of the Association (ex-officio)
- 11.3 The Representative Council shall meet at least twice a year. The procedure of such meetings shall be laid down in the Rules of the Association.
- 11.4 The quorum for any Representative Council meeting shall be 50% + 1 of the members of the Representative Council.
- 11.5 If a quorum is not present within thirty minutes of the advertised time of a Representative Council meeting, the meeting shall be adjourned for thirty minutes. Those members of the Representative Council present at such adjourned meeting shall then be deemed to constitute a quorum, irrespective of their number, and such members may transact the business of the meeting.

- 11.6 The powers of the Representative Council shall be those granted to it at the AGM. The Representative Council also has the following powers:
- 11.6.1 To deal with national matters affecting LIS and LIS workers, and to represent the Association nationally and internationally.
 - 11.6.2 To execute policy made by the AGM.
 - 11.6.3 To control and coordinate the finances of the Association. Audited financial statements shall be submitted to the AGM following the end of the financial year to which the statements apply.
 - 11.6.4 To keep records of members.
 - 11.6.5 To consult with branches and interest groups on matters affecting LIS and LIS workers.
 - 11.6.6 To organise the AGM, and report on its activities at such AGM.
 - 11.6.7 To coordinate and facilitate the formation and functioning of branches and interest groups.
 - 11.6.8 To plan strategically for the Association.
 - 11.6.9 In consultation with branches and interest groups, to generally promote the achievement of the Association's aims.
 - 11.6.10 To consult experts where necessary, to invite persons from time to time to attend Representative Council meetings in an observer capacity. The Council may not, however, co-opt persons onto the Representative Council.

ARTICLE 12: Executive Committee of the Association

- 12.1 The Executive Committee consists of the following members of the Representative Council:
- 12.1.1 President
 - 12.1.2 President-Elect
 - 12.1.3 Secretary
 - 12.1.4 Treasurer
 - 12.1.5 Public Relations Officer
 - 12.1.6 No more than four (4) other members of the Representative Council nominated and elected by the Representative Council at the first meeting of the Representative Council following the elections.
 - 12.1.6 The head of the LIASA office (Ex-officio)

- 12.2 The Executive Committee shall meet whenever it is deemed necessary, but at least four times a year.
- 12.3 The quorum for any Executive Committee meeting shall be five members.
- 12.4 If a quorum is not present within thirty minutes of the advertised time of an Executive Committee meeting, the meeting shall be adjourned to a time decided upon by the Chairperson, in consultation with those present. Those members of the Executive Committee present at such an adjourned meeting shall then be deemed to constitute a quorum, irrespective of their number, and such members may transact the business of the meeting.
- 12.5 The powers of the Executive Committee are as follows:
- 12.5.1 Together with the National Office personnel, execute the day-to-day activities of the Association as mandated by the Representative Council.
- 12.5.2 To deal with urgent matters arising that cannot wait for a full Representative Council meeting.

ARTICLE 13: Committees

- 13.1 Committees shall be formed as deemed necessary by the Representative Council and the Executive Committee and can either be Standing Committees or Working Committees.
- 13.2 Committees may co-opt persons onto that Committee to help with the work of that Committee, with the proviso that such co-opted persons have no vote.
- 13.3 The rules of procedure for Committees shall be laid down in the Rules of the Association.

ARTICLE 14: Branches

- 14.1 The purpose of branches is to:
- (1) promote general library and information services and/or library and information science within a geographical area;
 - (2) provide geographical representation to the Representative Council of the Association; and
 - (3) cooperate in the promotion of general library and information concerns with the Association and other LIS groups.
- 14.2 The procedure for the establishment of branches is provided for in the Rules of the Association.

ARTICLE 15: Interest Groups

- 15.1 Interest groups may be recognized or established on application by a sufficient number of members or groups interested in the same area in library and information services and/or science.
- 15.2 The purpose of interest groups is to promote library and information services and/or science within and for a particular service, category of user, type of material, function or activity
- 15.3 The procedure for the establishment of interest groups is provided for in the Rules of the Association.

ARTICLE 16: Finance

- 16.1 The funds of the Association shall be used to pay expenses incurred in the attainment of the aims specified in Article V, and for such other lawful purposes as may be decided upon by the AGM or Representative Council, or as determined generally within the powers of the Association.
- 16.2 Payments at national level shall require the prior approval of the Executive Committee and shall be made by cheque signed by the Chairperson and at least two other office-bearers. Except when payment is made from petty cash, the maximum amount of any payment must be approved by the Executive Committee. Payments at branch and interest group level shall be made as provided for in the Rules of the Association.
- 16.3 Membership fees and other funds received shall be deposited to the Association's credit within seven (7) days of receipt at a bank decided upon by the Executive Committee.
- 16.4 The Treasurers of the Association and of each branch and each interest group shall prepare regular statements of income and expenditure and submit these statements to the meetings of the relevant governing bodies.
- 16.5 The Treasurers of the Association and of each branch and each interest group shall, in addition, prepare a statement of income and expenditure and a balance sheet for each financial year, ending on 31 December, and submit these to the AGM. Such statements and balance sheets shall be audited.
- 16.6 A member who resigns or whose membership is otherwise terminated shall have no claim on the funds of the Association, including any membership fees he/she has paid in advance.

ARTICLE 17: Rules

- 17.1 The Association shall, at an Annual General Meeting or Special General Meeting, adopt or amend Rules of the Association, which shall be in accordance with the provisions and spirit of this Constitution and shall govern the practical application of the provisions of this Constitution.

ARTICLE 18: Amendments

- 18.1 This Constitution shall only be amended by a two-thirds (2/3) majority vote of members present in person or by written proxy at an AGM or Special General Meeting convened for this purpose.
- 18.2 Constitutional changes may be proposed by a branch, interest group or the Representative Council, prior to an AGM or Special General Meeting called for this purpose. Members must receive at least two (2) months' notice of such proposed amendments.
- 18.3 If the Constitutional amendment alters the composition of any elected structure of the Association, the current structure shall stay in office until the day the amendments come into effect, even if the elections for the new body or organ have taken place before that date.

ARTICLE 19: Dissolution

- 19.1 The Association can only be dissolved at a Special General Meeting called for that purpose, with prior notice given, by two-thirds (2/3) of the paid-up membership of the Association present in person or by written proxy.
- 19.2 A proposal to dissolve the Association may be made by the Representative Council, or at least three branches and/or interest groups. The reasons for the proposal must be given in full, and must be given in writing.
- 19.3 The Representative Council shall, within sixty (60) days of making or receiving such proposal, circulate the proposal, together with the reasons given for the proposal, to all the paid-up members of the Association, together with a notice of the Special General Meeting.
- 19.4 In the event of the requisite number of votes resolving to dissolve the Association, the Special General Meeting shall also decide on the disposal of all assets and monies remaining after the debts and liabilities have been settled, provided:
- 19.4.1 that no assets or monies of the Association shall be transferred or paid to any person who was a member of the Association prior to the dissolution, and provided, further, that
 - 19.4.2 any non-profit organization or body nominated to receive such assets and monies should have the same or similar aims, objectives and philosophies as the Association.

RULES

RULE 1: Name [Constitution Article 1]

- 1.1. The Association shall have a seal which shall be the official symbol of authority of the Association. This seal shall appear on all official documents and such movable and immovable property as the Representative Council may determine.

RULE 2: Membership [Constitution Article 8]

2.1 CLASSIFICATION OF MEMBERSHIP

Categories of membership of the Association shall consist of the following:

2.1.1 INDIVIDUAL MEMBERSHIP

- 2.1.1.1 Personal membership shall be open to all individuals engaged or interested in library and/or information service who subscribe to the Association's Constitution.
- 2.1.1.2 Honorary membership shall be granted to a person nominated by the Representative Council if, in the opinion of the Representative Council, he/she deserves recognition for worthy and significant contributions that such an individual has made in furthering the aims of the Association.
- 2.1.1.3 Student membership shall be accorded to students in tertiary institutions who are not gainfully employed and who are pursuing any academic or professional programme that may eventually qualify such a student as a librarian or information worker.

2.1.2 INSTITUTIONAL MEMBERSHIP

Institutional membership shall be open to organizations and bodies which maintain or are interested in libraries and information services, provided that voluntary associations, organizations or bodies consisting of LIS workers, and which have similar aims and objectives, shall not be included as institutional members.

2.1.3 AFFILIATE MEMBERSHIP

Affiliate membership as provided for in Article 6, paragraph 6.5 of the Constitution, shall be open to associations concerned with fields related to librarianship and information service such as the book trade, reading and literacy, provided that the membership of such an association does not primarily consist of library and information workers and that its affiliation be approved by the AGM on the recommendation of the Representative Council.

2.2 DUES, PRIVILEGES AND RIGHTS

- 2.2.1 The Representative Council shall annually review the annual subscription rates for each category of membership and shall submit its recommendation for revised rates for approval to the AGM.
- 2.2.2 Annual membership subscriptions at the prescribed rate shall be due on application for, and renewal of, membership.
- 2.2.3 The membership of any member whose fees are not paid by the date specified by the Representative Council shall lapse unless he/she has given good reasons to the contrary.
- 2.2.4 A member who, for any reason, voluntarily decides not to be a member of the Association shall have the right without any hindrance to withdraw/terminate his/her membership from the Association.
 - 2.2.4.1 Such termination of membership shall be communicated in writing to the Secretary of the Association or any other officer authorised to administer the office of the Secretary.
 - 2.2.4.2 If such a member is an officer of the Association, he/she shall prior to such resignation becoming effective, appropriately hand over all documents and assets in his/her possession to the Secretary of the Association or any other officer authorised by the Representative Council.
- 2.2.5 Lapsed membership may be reinstated upon payment of fees for the current year.
- 2.2.6 All paid-up members of the Association, including those who have made approved arrangements for payment of fees shall have the right to enjoy any benefits as may be conferred upon the membership of the Association from time to time.
- 2.2.7 All the privileges and rights of membership shall be enjoyed by a member for his/her own benefit. He/she shall not be entitled to transfer such privileges and rights or any of the benefits derived, to any other individual or institution.

No membership fees already paid at the date of termination of membership for whatever reason shall be refunded.

2.3 CONFIRMATION OF MEMBERSHIP

- 2.3.1 All applications for membership shall be submitted to the Representative Council for confirmation.
- 2.3.2 A simple majority of Representative Council members shall suffice to confirm an application.

2.4 REGISTER OF MEMBERS

- 2.4.1 A register of members shall be maintained by the Association.
- 2.4.2 Such a register shall contain the names, addresses and qualifications of members of the Association, and the names of the branches and interest groups to which they belong.

RULE 3: Meetings [Constitution Article 9]

- 3.1 There shall be an Annual General Meeting (AGM) of the Association at such place and time as may be determined by a previous AGM.
- 3.2 The AGM shall be the supreme forum of the Association and decisions taken there shall be final and binding on all the members of the Association.
- 3.3 Special General meetings of the Association may be called if circumstances require it. The decisions of such a meeting shall be binding; in other words, as if they have been taken by the AGM.
- 3.4 Meetings of the Representative Council and the Executive Committee may be called by the President from time to time whenever necessary. The Representative Council and the Executive Committee shall have the powers to formulate their own rules within the provisions of the Constitution.
- 3.5 The Executive Committee may also arrange regional meetings of branches and interest groups of the Association provided that such regional meetings shall not be held without the consent of those branches and interest groups.
- 3.6 Minutes shall be kept by the secretaries or their assistants for all the meetings of the Association and all its organs.
- 3.7 Minutes of these meetings shall be kept in the custody of the respective secretaries for such organs of the Association.
- 3.8 Unless circumstances are beyond the control of the secretary, the secretary shall inform all members, in writing, at least fourteen (14) days in advance, of all meetings of the Association and its organs. An agenda for the upcoming meeting must be included in all such notices. Notice of the AGM, however, should never be less than at least two (2) months and the agenda for the AGM should be circulated to members at least one (1) month before the meeting.
- 3.9 Any meeting (of the Association or its organs) other than meetings referred to in Articles 9.5 and 11.5 of the Constitution (that is, meetings without a quorum) shall be adjourned in terms of the Constitution or to another date as the members present may decide.

RULE 4: Eligibility and Procedures for Elections, Voting Rights, Terms of Office and Disqualification [Constitution Article 10]

- 4.1. Paid-up individual members (that is, members who have paid the full membership fee) of the Association shall have the right to vote, nominate and be nominated to any office or position in the Association.
- 4.2. All paid-up institutional members have the right to send one representative to the AGM, have one vote and nominate persons in terms of 4.1 above. Institutional members may not be nominated to any office or position in the Association.
- 4.3. Every individual paid-up member present and those present by proxy shall be entitled to vote on any matter at the AGM. Each institutional member present in person or by proxy shall be entitled to one vote. Members unable to attend the AGM may nominate a proxy in writing, but no person may serve as proxy for more than two other persons.
- 4.4. For each office the candidate receiving the largest number of votes shall be elected for that particular office.
- 4.5. ***An Electoral Officer shall be appointed by the Executive Committee at least four (4) months prior to the AGM in an electoral year. The Electoral Officer shall be a paid up member of the Association but shall not be a member of the Representative Council, nor a LIASA staff member.***
- 4.6. ***The Electoral Officer shall be provided with an electronic mailing list of all members of the Association valid as at 31 May in an electoral year. This list shall constitute the Voters Roll.***
- 4.7. Nomination forms ***for office bearers in the Representative Council*** shall be sent to the members by the ***Electoral Officer*** of the Association three (3) months before the ***AGM*** in an election year ***by electronic post***
- 4.8. Each nomination form ***must be submitted to the Electoral Officer separately via email from*** two paid-up members, ***whose names shall be included on the nomination form***. The nominee who accepts nomination ***must do so via email to the Electoral Officer***. The nomination form must be accompanied by a brief curriculum vitae of the nominee, a brief election manifesto, and a scanned passport photograph of the nominee.
- 4.9. The ***Electoral officer shall send out*** voting papers with the names of the duly nominated candidates, ***via email***, six weeks before the AGM.
- 4.10. ***Election for office bearers in the Representative Council shall be by postal vote. For the purposes of the Association, postal vote shall mean the posting of the vote by electronic means, preferably using electronic balloting software.***

- 4.11. ***The Ballot will close at 14h00 two days prior to the day of the AGM***
- 4.12. ***The Electoral Officer will prepare a written report, together with the election results, for presentation at the AGM.***
- 4.13. These rules apply to the election of Representative Council members only. Less formal regulations can be adopted by lower formations of the Association, provided that they are fair and equitable.

RULE 5: Representative Council [Constitution Article 11]

- 5.1. The office-bearers shall be elected by direct vote of all the eligible members ***as outlined in Rule 4***. The President-Elect shall assume office as President of the Association at the end of the 2 year term of the President.
- 5.2. Representatives of branches and interest groups shall be elected by the eligible members of the respective branches and interest groups.
- 5.3. No person shall serve as member of the Representative Council in more than one capacity. A person who was elected in terms of Article 11.2.2 or as an Interest Group representative in terms of Article 11.2.3 shall, if elected as an office bearer, vacate his/her position and the branch or interest group shall elect someone to replace him/her.
- 5.4. ***The Editor-in-chief of the journal of the Association and the editor of the official magazine of the Association shall be appointed by Representative Council***
- 5.5. The newly elected Representative Council members shall take office at the end of the AGM, ***or at the end of the Conference in the election year if the AGM coincides with a Conference.***
- 5.6. Only elected Representative Council members shall have the right to vote ***at meetings of the Representative Council***
- 5.7. Vacancies on the Executive Committee
 - 5.7.1. If the President vacates his/her office for whatever reason, the President-Elect shall succeed him/her as President and shall complete the current term of office of President.
 - 5.7.2. If any of the positions of President-Elect, Secretary, Treasurer or Public Relations Officer become vacant for whatever reason, a by-election to fill the position shall be held. ***An Electoral Office shall be appointed by the Executive Committee to conduct a by-election. The principles of the by-election shall follow the rules in 4.6 to 4.10 above, except insofar as timelines are concerned. The timelines for the***

by-election shall be determined by the Electoral Officer in consultation with the Executive Committee.

RULE 6: Executive Committee of the Representative Council [Constitution Article 12]

- 6.1. The Association shall have an Executive Committee as provided in Article 12 of the Constitution. These members elected in terms of Section 12.1. **must** be able to attend meetings regularly.
- 6.2. The term of office of the Executive Committee shall be the same as that of the Representative Council.
- 6.3. Should any of the four (4) other members of the Executive Committee as detailed in the Constitution clause 12.1.6 vacate their seats for any reason, the Representative Council shall fill such seats by election in the first meeting of the Representative Council following such seat being vacated.
- 6.4. The Executive Committee **meetings** shall be chaired by the President **or by the President-Elect in the absence of the President.**

RULE 7: Committees [Constitution Article 13]

- 7.1 The establishment and composition of Standing Committees shall be approved by the Representative Council
- 7.2 The terms of reference of Standing Committees shall be determined by the Representative Council.
- 7.3 The Representative Council may appoint ad-hoc committees to address particular issues when required

RULE 8: Branches [Constitution Article 14]

- 8.1 The AGM shall have the power to create Branches and shall define the geographical area to be covered by such Branches. The Representative Council shall make recommendations after consultation with members and branch committees in affected areas with regard to the creation of new Branches and amalgamation of Branches to the AGM.
- 8.2 All members of the Association residing or working in these geographic areas shall be members of the respective branches.
- 8.3 A branch shall have a constitution which shall be approved by the Representative Council. A branch constitution shall be in alignment with the constitution of the

Association. Amendments or additions made in the branch's constitution shall be valid only after they have been approved by the Representative Council.

- 8.4 A branch shall elect a branch committee consisting of a Chairperson, Chairperson-Elect, Secretary, Treasurer and other members to manage its affairs.
- 8.5 The funds of a branch shall consist of money allocated to the branch from national funds by the Representative Council and money raised by the branch itself. The branch account shall be kept at a registered banking institute.
- 8.6 The Chairperson of the branch shall annually submit a report on the work of the branch to the Secretary of the Association for the information of the Representative Council. Such a report must include an audited financial statement.
- 8.7 A branch may be dissolved by the AGM on the recommendation of the Representative Council if it becomes inactive or fails to comply with the provisions of the Constitution.
- 8.8 In the event of a branch dissolving, all funds and other assets shall revert to the funds of the Association.
- 8.9 All members of a branch must first be members of the Association.

RULE 9: Interest Groups [Constitution Article 15]

- 9.1 The AGM on the recommendation of the Representative Council shall authorize the creation of interest groups of members of the Association who are interested in the same field and /or type of library and information service.
- 9.2 The purpose of the interest group is to promote library and information service and library and information science within and for a particular field of interest.
- 9.3 An interest group shall have a Constitution that shall be approved by the Representative Council and no amendment or addition shall be valid until approved by the Representative Council.
- 9.5 The interest group shall elect a Committee consisting of a Chairperson, Deputy-Chairperson, Secretary and Treasurer and other members to manage its affairs.
- 9.6 The funds of an interest group shall consist of money allocated to the interest group from national funds by the Representative Council, additional fees levied with approval from the Representative Council and monies raised by the interest group itself. The interest group account shall be kept at a registered banking institute.
- 9.7 The Secretary of an interest group shall annually submit a report on the work of the interest group to the Secretary of the Association for the information of the Representative Council. Such a report must include an audited financial statement.
- 9.8 If an interest group dissolves, all funds and other assets shall revert to the funds of

- the Association.
- 9.9 All members of the interest group must first be members of the Association.

RULE 10: Finance [Constitution Article 16]

- 10.1 The Representative Council shall be responsible and accountable for the finances of the Association.
- 10.2 Financial administration and reporting shall rest with the national Treasurer.
- 10.3 The financial institutions of the Association shall be registered financial institutions agreed upon by the Representative Council.
- 10.4 The national Treasurer and President shall authorise disbursements over and above limits laid down by the Representative Council. The Representative Council shall authorise the national Treasurer to make disbursements up to an amount agreed upon from time to time by the Representative Council. Disbursements over and above this limit shall be authorised by the Executive Committee.
- 10.5 All cheques must be signed by two of the authorised signatories; that is, President, Treasurer, Secretary and/or any other persons(s) appointed by the Representative Council.
- 10.6 Records and documentary proof must be kept of all financial transactions.
- 10.7 All claims submitted to the Association must be in writing and/or on a claim form to the Treasurer accompanied by a motivation and documentary proof of the expenditure.
- 10.8 Regular financial reports by the Treasurer must be presented at the meetings of the Representative Council and the Executive Committee.
- 10.9 Annual financial reports must be externally audited and submitted to the AGM.
- 10.10 The financial year of the Association shall be from 1 January to 31 December.
- 10.11 The Representative Council members and any member(s) as decided on and/or invited by the Representative Council may be granted allowance (travelling, accommodation, daily allowance, and so on). The rates will be reviewed by the Representative Council from time to time as deemed necessary.
- 10.12 The same financial rules set out in this section shall apply to all branches and interest groups of the Association.

RULE 11: Property, Assets and Archiving

- 11.1 The Representative Council shall ensure that there is a written policy for the acquisition of property and assets and the safekeeping and maintenance of all the Association's property, assets and documents.
- 11.2 Such policy shall include the persons/officers that shall be responsible at each level of the Association and shall comply with normal practice.
- 11.3 The policy shall be open to inspection by all members.

RULE 12: Language

- 12.1 English shall be the business language of the Association

RULE 13: Transitional Arrangement

- 13.1 Members of the Association, including those who have previously served as President of the Association under the Constitution in force since 1997 shall be eligible for nomination as President to serve for a two-year period only when this amendment comes into force. No person may stand for both President and President-Elect in this election.



Ujala Satgoor
President: LIASA (2012 – 2014)

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